



ICSEW

GOVERNOR'S INTERAGENCY COMMITTEE OF STATE EMPLOYED WOMEN

"To better the lives of state employed women"

EXECUTIVE BOARD MEETING
Office of Insurance Commissioner
Insurance 5000 Building, Room TR-120
5000 Capitol Blvd., Tumwater, WA
July 7, 2009, 9:00am – 12:05pm

Attendees: Amilee Wilson, Kim Hardeman, Genevieve O'Sullivan, Tammy Risner, Margaret Brennan, Teresa Glidden, Roberta Carpenter, Audrey Pitchford, Sharon Edwards, Darla Bauknecht, Michelle Fisher, Amy Swett, Karen DeWitt (by phone), Kris Reichl (by phone), Anna Jones, Meagan Macvie, Michelle Lucero (by phone).

Absent: Kristi Aravena, Kim Sauer, Andrea Harker

9:00am Call to Order (Amilee)

9:05 – 9:50am Announcements and Welcome New Board Members

Welcome (Amilee)

- Members new to the board:
 - Darla Bauknecht, Conference Chair
 - Margaret Brennan, Membership Chair
 - Anna Jones, Legislative Chair
- Board members transitioning to new roles:
 - Genevieve O'Sullivan, Vice Chair
 - Kristi Aravena, Health & Wellness Chair
 - Sharon Edwards, Executive Treasurer
- Reminders:
 - If your contact information has changed, give a business card to Amilee or Teresa G., or e-mail them after the meeting, so Teresa can keep the Web pages current.
 - Keep your committee list on the Web current as well. Provide Teresa a list after the Transition Meeting Round Robin event. Genevieve and Amilee will also remind you of this throughout the year.
- Existing board vacancies:
 - Include Executive Secretary, Professional Development/Education Chair, and Cell Phone Coordinator.
 - Amilee sent out a second recruitment notice recently through the LISTSERV.

- If you know someone who may be good in one of these roles, please encourage them to send Amilee their letter of interest.
- She is also hoping to get further applicants at the Transition Meeting, as ICSEW has many new incoming members.
- Amilee plans to fill these positions by the end of July.

Transition Meeting (Amilee):

- We also invited Stacey Tichenor, our contact from the Governor's Office.
- Please RSVP to Sharon by this Friday, and have all guests (agency heads, supervisors, managers, etc.) RSVP as well, so that count is accurate for name tags, packets, and lunch.

Relay for Life (Amilee and Teresa):

- Thank you to everyone who participated and especially chairs Teresa and Kris.
- Compared to other teams, we had a tough job because we signed up later than most, but had amazing results!
- Special thanks to Amilee, Darla, Kris, Roberta, and Cheri Thomas, who all stayed for the full 24 hours
- The event organizers were impressed and already asked Teresa sign up for next year, which she did.
- Our positive energy was very welcomed.
- We learned some things about food items. Next year we will offer fewer edible items, more hot chocolate, and consider providing corn dogs for Saturday.
- We raised close to \$3,000 and were one of the top 10 fundraising teams, which is incredible for our first time.
- Next year Teresa will ask everyone who is on the team to pay a registration fee. Once the team registration fee is covered, remaining money from team members' fees will go toward the team donation.
- They "close the books" for this year in August, and we can start planning and fundraising for next year in September.
- Roberta is hoping to get Gatorade as a corporate sponsor. Audrey shared that her brother-in-law, who works for Benjamin Moore, offered to have his company match our fundraising.
- Next year we will also make bigger signs for drawings.
- Please provide any event pictures you may have to Tammy for the Transition Meeting slide show.

Process for securing ICSEW representatives (Amilee)

- Amilee recently sent an e-mail through the LISTSERV explaining how this works, and also saying what new members and alternates need to do to get "official" approval and LISTSERV access.
- Thank you to Karen and Audrey for sending templates showing how their agencies recruited applicants.

- Sharon is working diligently with the Governor's office to fill vacancies.
- Please help Amilee in making new members feel welcome at the Transition Meeting. There will be interactive activities in the afternoon, and identifiers (colored dots) showing who's new, who's staying on, and who's rotating off.

Membership Roster (Sharon)

- We have 60 positions.
- When she started, 50 positions were either vacant, had outdated information, or had members transitioning off.
- Now there are only nine positions that are still vacant and in the process of being filled.
- Amilee thanked Sharon for all her work.
- Karen shared she is remaining on as the Washington State Patrol representative, but will no longer be on the Executive Board (due to travel costs). She will still actively recruit for a replacement.

Storage facility lock keys (Amilee):

- Sharon was able to purchase a new master lock as the existing one belonged to the storage facility.
- Amilee asked for keys to the old lock to be returned by current chairs for these sub-committees: History, TODSTW® Day, Health and Wellness, Membership, and Conference. Kris and Roberta will send those by campus mail.
- Amilee gave new keys to Margaret (Membership Chair), Darla (Conference Chair), Teresa (History Chair), Roberta (TODSTW® Day Chair) and Genevieve (Vice Chair), and will send one to Kristi (Health and Wellness Chair).
- The lock will be replaced this week. If you have old keys, send them to Amilee by campus mail.
- Members with materials needing to go into storage may bring those to Teresa.

Feedback from agency coordinators for TODSTW® Day:

- Genevieve and Amilee will work with Roberta to create a survey for agency coordinators.
- Roberta's agency (Gambling Commission) enjoyed the change – having it in house, and not at the Capital Campus. It was fabulous, and they can't wait for next year.
- At Amy's agency (the Insurance Commissioner's Office) the event was smaller than in years past, perhaps because older kids didn't attend since they didn't get to miss a day of school. But it was nice – there were kids ages 9-16. She incorporated items from Roberta's training, and offered training on different sections of the OIC. She got positive feedback from employees.
- At Genevieve's agency (State Auditor's Office), they had 30 kids, ages 7-13, with the average age between 10 and 12. They got great feedback from everyone, and people liked that it was

at their agency. They went to the Capital Building as their main headquarters are there, and they got to take kids out on the legislative floor. The kids got a group picture signed by the State Auditor.

- Anna and Amilee participated in a large event that encompassed several agencies near the Department of Natural Resources (DNR). There were over 560 kids. There was a goosander tank, divers, petrified wood, bug lab, lawn games, vehicles, catapult, and science experiments from the Society of Women Engineers.
- If you have pictures or information about your event, please send those to Roberta. She's writing an *InterAct* article and doing a story board.
- Roberta also asked for a display board to use yearly and update periodically. Amilee will talk with Genevieve and Roberta about this after meeting

Giveaway items

- We went through almost our entire stock at the Public Service Recognition Week event and Health and Wellness fair.
- ICSEW red bags went like hotcakes and are completely gone. We have a handful of sticky notes, and are completely out of pens and coffee cups.
- Genevieve is looking into new items. She has a lot of experience working with promotional companies offering these types of items. Her suggestions include:
 - Pens (always go quickly).
 - Drawstring backpacks (more versatile than grocery bags)
 - Fabric Frisbees with matching pouch (partner with Health and Wellness).
 - Keychain / safety whistle plus LED light – these are inexpensive and a good way to get our logo on people's keys all the time.
 - Maybe a cup or a mug.
- Audrey mentioned sustainability, such as stainless steel water bottles. Meagan mentioned sustainable pens.
- We are also allowed to do fundraisers, so we may also want to consider getting items to sell, such as T-shirts. This could be an opportunity for us to gain revenue since we aren't offering as much training at this time. Teresa can bring the T-shirts she still has to the Transition Meeting.

9:50 – 11:00am Old Business

Adoption of Minutes (Audrey)

- Audrey proposed adopting the May 12, 2009 General Membership meeting minutes with the name corrections from Sharon, and the grammatical edits Amilee will provide after the meeting. Teresa and Roberta seconded the motion. Time was

allowed for discussion, but no discussion was needed. Motion passed unanimously.

- Audrey proposed adopting the June 9, 2009 Executive Board meeting minutes with the date corrections from Sharon. Sharon seconded the motion. Time was allowed for discussion, but no discussion was needed. Motion passed unanimously.

July 14 Transition Meeting – Logistics (Sharon)

- She has received 85 confirmations from people who will attend.
- She and her committee will put packets together tomorrow, for new and existing members. They will use stickers on the front of the packets. The committee is doing 75 packets, so there are extras for people who join ICSEW during the year.
- The board decided to have packets created for the agency heads, management representatives, and other guests as well, in a different color (to distinguish them from member packets), including:
 - Welcome from Chair
 - Subcommittee accomplishments
 - Agenda
 - Roles and Responsibilities pamphlet
- Dena is getting plants for podiums and tables. Teresa will contact Dena with a good location to get them. Dena will try for blue and white, unscented or low-scented.
- We need a screen. Tammy will check on this. Roberta will bring a laptop and projector.
- If you have time to help set up, they will be in the Columbia Room on July 13 at 3:00 p.m.

July 14 Transition Meeting – Agenda (Amilee)

- There are some changes to agenda due to Executive Board meeting discussion on June 9.
- Review of agenda.
- Discussion of introductions: current members will introduce their guests, including managers, agency heads and any new representatives. If there is a microphone going around, new reps without a previous rep there, they can introduce themselves. Karen will start off and ask folks to keep it brief.
- Amilee will keep most of welcome remarks to afternoon.
- Do we need ICSEW history if we're doing packets? It will be in packets and on display board. Amilee will point those out.
- For Sub-committee accomplishments – please make it short. Amilee will leave the sub-committee accomplishments at the podium. Chairs will share bullets of accomplishments and bring up committee members for certificates. Keep in mind folks who've gone above and beyond are getting a letter, later that morning. Amilee will cover for Michelle L. It's okay for chairs to do any personal recognition (out of pocket) if you wish. For members you recommended, they will be getting a letter of recognition and Karen and Amilee will recognize these

members between 11 a.m. -12 p.m. Audrey and Michelle F. can help committee chairs hand out certificates. We may need to stop this agenda item when the Governor arrives – we can't delay her due to security. If the subcommittees don't finish, we will continue with that item at 11 at the start of recognition awards. If we can't get through all recognition awards, we will finish after lunch.

- Karen and Genevieve will watch for the Governor's arrival.
- Can break for lunch as early as 11:45 if needed, lunch will be set up by then.
- 1:00 will be the introduction for new members – specifics so they know what to expect.
- Sub-committee round robin – each chair needs information at their table about their committee. This can be a talk, display, materials, representatives at a table, etc. We will have about seven minutes per round, but can extend this if needed. We will also have tables available for open positions, including Cell Phone Coordinator, Executive Secretary, and Professional Development Committee chair. We may have a new ad hoc committee as well (Gifts and Grants). For vacancies, Amilee will have business cards so members know where to send e-mail of interest. Sharon will follow up with room to find out if they have internet connectivity Audrey can use for Web access.
- Slide show – Amilee will send it around this week for comments, and the final will be posted on the Web. It will run continuously at the meeting during lunch, breaks, and introductions.
- Table Topic / Small group activity – Roberta will provide dots to Sharon. There will be three colors (one each for new, outgoing, and continuing members). Sharon also added term dates to nametags. Dots will go on plastic cover. We will have a blend of members in each group. Rather than having a report-out on a sheet, we will have groups mixed for sharing with each other. Suggestion was made to ask new members what issues they're interested in discussing over the next year, to focus on our role as a policy-making body. What issues can ICSEW take on? There will still be flipcharts and report-outs from the groups to the whole committee, but members will be able to hear immediately from each other within the groups. Hopefully by this point the new members will have enough information to feel comfortable contributing.
- Amilee will send out the agenda with the meeting announcement today through the LISTSERV, when she's back in the office.
- For sub-committee meetings – existing chairs can assist new chairs. We may limit time here if needed during the day. Amilee or Genevieve can provide copies of business plans by e-mail to chairs. These should also be on the thumb drives to transition to new chairs. Amy will send Tammy and Roberta the plans for their committees, as they mentioned they do not have them.

Transition Barbecue (Genevieve):

- Directions are wrong – when you exit Marvin road from northbound I-5, take a left (toward the water). She will send an e-mail correction.
- Please bring your thumb-drive and transition materials to hand off to the next chair.
- If chairs attending today's meeting by phone don't have thumb-drives, they may get these at the barbecue.
- This is the time to thank outgoing board members and welcome new ones.

11:00 – 11:15am Housekeeping issues and break

11:15 – 11:25am Old Business Continued

Transition of Board Members (Amilee):

- Does everyone have USB stick (thumb drive)? This is for outgoing chairs to transfer information on to for new board members.
- At the Transition Barbecue, please provide these to new members. If there is not yet a replacement for your board position, you may bring those as well to give to Amilee.
- You may bring any other materials that may be helpful as well – such as the binders.
- If materials need to be archived, please provide those to Teresa. This can include disks, photos, and paper copies.

11:25am – 12:05pm New Business

August Executive Board Retreat (Genevieve):

- For the 2011 Leadership Conference, the board is looking at alternatives to traditional "conference" sites (i.e., hotels).
- In the past, conferences for groups of our size used to be held at universities.
- As a state committee, we are required by law to look into inexpensive or free facilities. State colleges fulfill that requirement, and we don't know what the economy will be like in 2011. If we can make it as cost-effective as possible, everyone wins.
- We want to have the Executive Board retreat this year at Western Washington University (WWU), with an eye towards looking at this location for the 2011 Conference. Based on past surveys, we know the "Westside" (west of the mountains) is easily accessible for 75% of conference attendees. We are not considering The Evergreen State College at this time, only because we want conference attendees to be able to "get away" from their regular jobs and focus on the event.
- WWU has great facilities, dorms, etc.
- The proposed board retreat would be an overnight trip to Bellingham. It seems it would be more productive to travel on a

Friday and Saturday when will likely have fewer traffic issues. This also helps address workload issues. Dates proposed are August 21-22; these are before WWU is back in session for Fall Quarter and allow us to avoid Labor Day. **Update:** These dates have been confirmed.

- Sharon is on vacation that week and can't go
 - Tammy may have a conflict and she'll check
- Amilee hopes to have everyone attend. The board will be doing Strengths Finder and other activities. A draft agenda was provided, with more specifics on the way.
- ICSEW will pay for travel (in vans) and most per diem costs, as well as copies of training materials. They are asking agencies to pay for per diem for dinner (one meal) for Friday, August 21.
- It is up to individual agencies whether to allow ICSEW members to use agency time or take leave for ICSEW activities. However, the Governor's Executive Order 06-01 asks agencies to support ICSEW members in their work on the committee.
- Accommodations for the retreat would be same ones as where 2011 Conference attendees would stay at (campus dorms). Cost of rooms is based on double-occupancy. For two people, the cost is \$136 for three nights (or \$87 per person). This would represent a significant savings to agencies, as it would be less than 1/3 of the cost of hotel rooms at our most recent conference.
- The goal of the retreat is to get a feel of what would this be like for conference attendees. Dress code is casual. Good walking shoes are recommended.
- Genevieve is open to questions or suggestions. She will also send out an e-mail to double-check on the dates. In general, the board had positive feedback about this proposal.
- Genevieve is hoping we can keep the conference cost (i.e., cost for attending training sessions) the same as in 2008. She has been working with Department of Personnel to offer training "tracks" and Continuing Professional Education (CPE) credit.
- As an FYI, the conference is one of our income-builders.
- The board is planning on double-occupancy rooms for the Executive Board retreat, as well as for the conference. They are not assigning rooms for the retreat, asking board members to pair up.

Updating bylaws and policies (Amilee):

- We need to make everything congruent with our Executive Order.
- Amilee and Genevieve want to meet with Governor later this summer to discuss a list of ideas, including increasing term limits.
- Our bylaws are outdated, which causes a lot of confusion, especially with policies related to the bylaws.
- Amilee will bring bylaws to the next Executive Board meeting.

- Amilee distributed the following policies to board members to review and edit as needed, and asked for comments by July 31:
 - 2.02: *Becoming an ICSEW Representative*: To Sharon (who may work with Margaret)
 - 3.03: *The InterAct Newsletter* and 3.04: *LISTSERV Communications*: To Tammy
 - 1.04: *Meeting Minutes*: To Audrey, who will work with Michelle F.
 - 5.01: *Take our Daughters and Sons to Work® Day*: To Roberta
- Amilee has word documents for the majority of these, will send these by e-mail to chairs if needed.
- Comments to Amilee by July 31.
- Audrey made a suggestion to indicate somewhere which document (Executive Order, bylaws, or policy) takes precedence if there is a conflict between or among documents.

Ad hoc Gifts and Grants Committee (Genevieve):

- Unlike regular state agencies, we are a unique entity due to our Executive Order and bylaws. We may accept gifts, grants, and donations.
- In light of current budget and economic times, we want to explore alternative ways to develop revenue throughout the year.
- We have not brought in any revenue in the past six months, and since we postponed our 2010 conference, we are operating from money from the 2008 Conference. We have a cushion but need to be careful about spending. We have a base funding now because someone gifted us from their estate.
- Amilee is hoping to find a chair, and will announce this new committee at the transition meeting. She wants someone with background in grant writing and events. There are many grants out there for health and wellness, women's events, kids' events, and so on – a lot of opportunity.
- Selling items with ICSEW's logo (such as water bottles, T-shirts, etc.) would be a part of this committee. Another idea is to coordinate a clothing drive to create a clothing sale.
- We will work closely with Melanie DeLeon, to ensure this committee's work is congruent with state ethics.
- Audrey let the board know that it may be helpful to keep in mind some state agency programs can qualify for grants (for example, the Office of Insurance Commissioner has two such programs). There may be existing resources ICSEW can tap into to help with these efforts.
- This committee may be dissolved if the economy improves.

Scheduling individual meetings with chair for all board members (Amilee):

- Amilee will meet individually with all Executive Board members (including new ones and continuing ones) to discuss:

- Goals
- Plans
- Resources
- She would like to have these meetings during the first two weeks of August. Please look at your calendars and send possible dates that will work to Amilee by July 17, so she can schedule. She will come to your agency if needed.
- The outgoing chairs may attend as well.

Question and answer time for new board members (All):

- **What is frequency of Executive Board meetings?** We meet seven (7) times a year, in months opposite General Membership meetings. Plus, we also meet in July to plan for the Transition Meeting. So our yearly schedule looks like this.

Executive Board Meeting Months:	General Membership Meeting Months:
• July	• July (Transition Meeting)
• August (2009 Executive Board Retreat)	• September
• October	• November
• December	• January
• February	• March
• April	• May
• June	

- The new Executive Secretary will send out all meeting dates and locations to the Executive Board as electronic appointments, so you can add them to your calendar.
- There will also be a schedule in the Transition Meeting packets.
- Generally, all our meetings are on the second Tuesday of the month. However, we changed September's General Membership meeting to the third Tuesday, due to conflicts with Labor Day. Also, the Executive Board retreat will take the place of the Executive Board meeting in August.
- **What are the meeting times?** Executive Board meetings will usually be from 8:00 a.m. – 12:00 p.m. (today we started at 9:00 a.m. due to a smaller agenda). Board members who wish may meet for a no-host lunch from 12:00 – 1:00 p.m. General Membership meetings are all day, 8:00 a.m. – 4:30 or 5:00 p.m.
- Reminder from Tammy: If you're writing an article for the Summer *InterAct*, the deadline is July 31.

12:05 p.m. Adjourn to lunch.

Executive Board Assignments

Tuesday, July 7, 2009

All

- ☐ If your contact information has changed, give a business card to Amilee or Teresa G., or e-mail them outside the meeting, so Teresa can keep the Web current.
- ☐ Remember to update your sub-committee membership list on the Web, by providing Teresa G. an updated list after the Transition Meeting.
- ☐ If you know someone who may be a good fit for one of the board vacancies, please encourage them to send an e-mail of interest to Amilee.
- ☐ Please RSVP for the Transition Meeting to Sharon by this Friday, and have your guests do the same. This is so the count is accurate for name tags, packets, and lunch.
- ☐ Please provide any pictures you have from Relay for Life to Tammy, for the Transition Meeting slide show.
- ☐ Please help welcome new ICSEW members at the Transition Meeting.
- ☐ If you have old keys to the storage locker, send those to Amilee by campus mail.
- ☐ If you have materials needing to go into storage, give those to Teresa.
- ☐ If you have pictures or information from your agency's TODSTW® Day event, send those to Roberta for her *InterAct* article and story board.
- ☐ If you have time to help set up for the Transition Meeting, come to the Columbia Room on July 13 at 3:00 p.m.
- ☐ If you are rotating off the board, bring your thumb drive and transition materials to the Transition Barbecue or Transition Meeting to hand off to the next board member, or to Amilee if there is not yet a replacement.
- ☐ For all 2009-2010 board members, confirm whether you are able to attend the board retreat (August 21-22 in Bellingham).
- ☐ For all 2009-2010 board members, look at your calendars to identify a time you could meet with Amilee during the first two weeks of August. By July 17, provide Amilee your available dates.
- ☐ If you are writing an article for the Summer *InterAct*, the deadline is July 31.

Amilee Wilson, Chair

- ☐ Work with Roberta and Genevieve to create a survey for TODSTW® Day agency coordinators.
- ☐ Talk with Roberta and Genevieve about a display board for TODSTW® Day.
- ☐ Provide Audrey edits for the May 12, 2009 General Membership Meeting minutes.
- ☐ Send out Transition Meeting agenda and meeting announcement.
- ☐ If needed and available, send Word documents of policies 1.04, 2.02, 3.03, 3.04 and 5.01 to appropriate board members.

Audrey Pitchford, Executive Secretary

- ☐ By July 31, review and edit Policy 1.04, *Meeting Minutes*, and provide comments to Amilee. Work with Michelle F. if needed.

Kris Reichl, Health and Wellness

- ☐ Send storage key to Amilee through campus mail.

Roberta Carpenter, TODSTW® Day

- ☐ Send storage key to Amilee through campus mail.
- ☐ Work with Amilee and Genevieve to create a survey for TODSTW® Day agency coordinators.
- ☐ Talk with Amilee and Genevieve about a display board for TODSTW® Day.
- ☐ Bring a laptop and projector for the Transition Meeting.
- ☐ Provide dots to Sharon for name tags.
- ☐ By July 31, review and edit Policy 5.01, *Take our Daughters and Sons to Work® Day*, and provide comments to Amilee.

Genevieve O'Sullivan, Conference

- ☐ Work with Roberta and Amilee to create a survey for TODSTW® Day agency coordinators.
- ☐ Talk with Roberta and Amilee about a display board for TODSTW® Day.

Teresa Glidden, History

- ☐ Bring T-shirts to Transition Meeting to sell.

Tammy Risner, Communications Committee

- ☐ Check on availability of a screen in the Columbia Room for the Transition Meeting.
- ☐ By July 31, review and edit Policy 3.03, *The InterAct Newsletter*, and Policy 3.04, *LISTSERV Communications*, and provide comments to Amilee.

Sharon Edwards, Membership

- ☐ By July 31, review and edit Policy 2.02, *Becoming an ICSEW Representative*, and provide comments to Amilee. Work with Margaret if needed.